

FIRE CAPTAIN

POSITION SUMMARY: This is a sworn position that performs responsible fire suppression and EMS work and supervises or assists in the supervision of lower ranking fire positions. Fire captains perform operational, technical, and administrative duties related to firefighting, fire prevention, and EMS. Work is performed in accordance with established policies and procedures. The fire captain assumes command in the absence of a superior officer; may be assigned to specialist assignments, such as training officer; and is responsible for the safety of fire personnel across all shifts and maintenance of the station, apparatus, and equipment; and performs related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of the fire chief and his or her designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate fire suppression personnel, as assigned.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans and schedules, directly and through other supervisory personnel, the work assignments of assigned department personnel, providing advice, direction, and assistance on all types of situations that arise. Reviews reports for accuracy and completeness; ensures appropriate reports and notifications are completed.
2. Assigns, reviews, and analyzes the work performance of subordinates, in coordination with other supervisory personnel; counsels and works with superior officers to initiate disciplinary or other appropriate action; performs other normal supervisory functions.
3. Acts as a leader and mentor to department personnel. Trains, evaluates, and instructs personnel in the performance of their duties.
4. Ensures compliance with departmental and City policies, procedures, rules, and regulations.
5. Prepares daily activity report of events of assigned shift, work schedule, and other administrative reports as necessary.
6. Briefs assigned shift on events of the previous shifts and other pertinent information. Responsible for relaying a summary of the events on assigned shift to the supervisor of the upcoming shift. Monitors communication to and from dispatch; makes command decisions on calls for service as necessary.
7. Inspects personnel, equipment, apparatus, and station to determine compliance with established standards. Directs and/or performs maintenance of stations and equipment. Follows up with various internal departments and external agencies and vendors to ensure accurate and timely completion of preventative and corrective maintenance. Prepares and ensures maintenance of proper reports.

8. Maintains positive working relationship with staff, other peer agencies, other governmental units, and supporting state and private agencies.
9. Responds to fire alarms; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water streams, fogs, or foam, placing ladders or snorkels ventilating buildings, rescue of persons, and salvage operations.
10. Performs and responds to fire situations; lays and connects fire hoses; holds nozzles and directs fog or water streams; raises and climbs ladders or is elevated by snorkel equipment; uses chemical extinguisher, power driven tools, bars, hooks, and lines ventilates burning structures according to procedures; removes people from danger.
11. Performs salvage duties.
12. Leads and participates in fire drills and attends regular classes in firefighting, fire prevention equipment maintenance and related subjects.
13. Inspects area to ensure thorough knowledge of all streets, alleys, and buildings.
14. Administers medical care/first aid to injured people when necessary.
15. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work.
16. Confers with relevant directors, department heads, and supervisors on matters that may require their respective department's expertise and involvement. This may include, but is not limited to, facilities, human resources, information technology, purchasing, and risk control.
17. Performs fire suppression work as necessary and/or assigned.
18. Works cooperatively with the fire inspector. Performs follow up inspections as required.
19. Keeps abreast of new developments, current issues, and best practices in the fire service through continued education. Attends conferences, workshops, and seminars as appropriate.
20. As workload or other emergencies dictate, regularly performs the duties of lower classified fire suppression personnel.
21. Serve in a rotating or non-rotating work assignment (e.g., training officer), special assignment, complete other projects as directed or approved by the Director of Public Safety or his/her designee.
22. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in fire science and a minimum of five years of responsible experience in fire suppression. An equivalent combination of training and experience may substitute for the degree requirement.
- B. Possess and maintain State of Michigan Firefighter II certification or equivalent and certified in hazardous materials operations.
- C. Possess and maintain medical first responder license; EMT-Basic certification preferred.
- D. Obtain and maintain State of Michigan Firefighter Training Council Fire Officer I and II or its equivalent, and National Incident Management System (NIMS) 100, 200, 300, 400, 700, and 800 as directed. State of Michigan Firefighter Training Council Instructor I certification is preferred.
- E. Possess a valid Michigan motor vehicle operator license.
- F. Considerable knowledge of modern principles, practices, tools, methods, and techniques of the fire service.
- G. Ability to understand and interpret standards, ordinances, legislation, regulations, and processes and to evaluate the changes required to maintain high-quality, compliant programs. Ability to implement programs in compliance with such standards.
- H. Ability to effectively train, lead, instruct, motivate, and command the respect of sworn and civilian employees; ability to effectively supervise, assign work, and evaluate the work of others.
- I. Considerable knowledge of departmental rules and regulations.
- J. Knowledge of the fire organization, firefighting, incident command, fire inspection, fire prevention, Hazmat and rescue techniques, methods, practices, equipment, apparatus, and special devices and materials.
- K. Considerable knowledge of the geography, streets, and important locations in the city.
- L. Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosive, or similar materials.
- M. Skill in responding quickly, calmly, and effectively to changing situations under emergency conditions.
- N. Possess excellent organizational skills and the ability to problem solve. Ability to develop, improve, and follow established procedures and carry out routine and complex duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- O. Detail oriented; possess skill in organizing schedules and coordinating associated resources.
- P. Ability to communicate effectively in oral and written forms for a variety of audiences.
- Q. Proven ability to establish effective and cooperative working relationships and use

courtesy, tact, good judgment, and resourcefulness when working with supervisors, staff, other governmental agencies, contractors, and the public. Can interact with others in a positive manner.

- R. Skill in contributing effectively and working with a team toward unit goals, objectives, and activities.
- S. Ability to think strategically, learn about diverse City operations and processes, and maintain favorable public relations. Ability to understand the larger perspective and goals of the organization and department.
- T. Demonstrates proficiency in the use of information technology, including software applications related to areas of responsibility; ability to quickly learn other technology as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. While in the field, the employee must be able to traverse a variety of terrain, including stairs, ladders, and uneven ground. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a fire station setting. The noise level in the work environment ranges from noisy in the field to quiet in the fire station. Employee may be exposed to severely hazardous conditions including fire and smoke. In some situations, the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances, which may include working in confined spaces, at various heights, and in all types of weather. The employee is required to work and drive in inclement weather.

The employee is required to take a physical examination in accordance with NFPA standards and report to the Fire Chief any physical conditions that may interfere with the performance of his or her duties.